



**The City Of
Livingston
Is Seeking A
City Manager**

THE COMMUNITY

Located in Merced County about 95 miles south of Sacramento and 120 miles southeast of San Francisco in California's rich Central Valley, Livingston was founded in 1871 when the bridge for the new Central Pacific Railroad was built over the Merced River. The community grew with the expansion of agriculture. The local newspaper, the Chronicle, was established in 1900 and the City of Livingston was incorporated in 1922.

Today, agricultural industries are a major source of employment for Livingston. This includes food processing, retailing, and light manufacturing. Foster Farms, the West Coast's leading poultry producer, is a major employer in Livingston, as are Gallo Winery, Joseph Gallo Farms, and Cal-Nut. New commercial projects are nearing completion and similar projects are being planned. Economic growth and development has been and continues to be a goal for this established community. The current population of 10,700 is double the figure from 1980. The community has a deep appreciation for its past and a firm commitment to the future.

Livingston is a family oriented, small community atmosphere with residential neighborhoods characterized by wide, tree-lined streets and a low crime rate. It is a middle-income community with a wide range of diversity and cultures. Demographics include 75% Hispanic, 15% East Indian, 7% Caucasian and 2% Asian populations.

With new housing developments underway a variety of home options are available. Housing prices and the general cost of living are very favorable in comparison with the rest of California. Summer temperatures average 95 degrees and winter temperatures average 55 degrees. Livingston schools have an excellent reputation. Nearby Merced Community College provides educational as well as cultural opportunities.

The University of California is establishing a Merced campus within a short distance from Livingston. Expected to open in 2004 as the tenth campus in the renowned University of California system, UC Merced will be the first American research university built in the 21st century.

Residents enjoy a variety of recreational activities including hunting, fishing, and boating nearby. Livingston's central location provides ready access to many outstanding regional recreational opportunities. Within a one hour drive you can reach the Sacramento-San Joaquin River Delta and the foothills of the Sierra mountain range, including three large lakes—New Melones, Don Pedro and McClure. Yosemite National Park and the San Francisco Bay Area are within a two-hour drive of Livingston. The picturesque seaside resorts of Santa Cruz, Monterey, and Carmel, as well as Lake Tahoe and Reno are within a three-hour drive. Snow skiing, backpacking, and camping in the High Sierras are also within easy reach.

CITY GOVERNMENT

Livingston is a General Law city, and operates under the council-manager form of government. Five City Council members are elected at large for four-year overlapping terms. The Mayor has been selected by and from the Council every other year. Beginning in 2002 the Mayor will be directly elected for a two-year term. The City Clerk and City Treasurer are also directly elected and serve the City on a part-time basis. The City Council appoints the City Manager and City Attorney (services provided through a contract with a private law firm) and the members of the City's Planning Commission, Citizens Advisory Commission, and Parks and Recreation Commission. The City Council also serves as the governing board of the Livingston Redevelopment Agency.

The City currently employs a full-time staff of 48 and a part-time work force of 20. The FY2001-02 combined overall budget is \$6.9 million, including a General Fund budget of \$3 million. The Redevelopment Agency budget is \$245,500. Sales tax revenues for the City are estimated at \$439,000 and Property Tax receipts are estimated at \$402,000.

City Departments and Divisions include:

- Police- The Police Department, including 24 sworn positions, operates from a new 13,000 square foot Police Facility adjacent to City Hall. The Police Department also oversees the City's recreation programs.
- Public Works-Engineering, Streets, Water, Parks and Grounds, Sewage Collection & Treatment, Buildings, Building Inspection, and Equipment Maintenance. Domestic sewer maintenance operations are provided through contracted services. The Director's position is currently vacant due to the recent retirement of the former incumbent.
- Planning and Community Development-Planning and Zoning, Housing Rehabilitation, Downtown Revitalization, Redevelopment.
- Fire - Volunteers under the auspices of the Merced County Fire District provide fire protection. The District contracts with the California Department of Forestry (CDF) for fire protection.

- Finance-General Ledger Accounting, Payroll, Budgetary Reporting, Utility Billing, and Investments.
- Management Services—Personnel, Training, Risk Management, Information Systems, Telecommunications, Records Management.

Merced County provides local library services.

CITY MANAGER

The City Council appoints the City Manager, who serves as the administrative head of the City under the direction of the City Council. The Manager is responsible for carrying out the policies of the City Council and enforcing City ordinances. Specific authority includes appointment and removal of department heads, subject to City Council ratification. The City has employed four city managers since 1980.

CURRENT ISSUES AND PRIORITIES

Current issues and priorities to be addressed by the successful candidate include:

Economic Development - Merced County in general is benefiting from the anticipated opening of UC Merced as well as from recent commercial and industrial developments at the site of former Castle Air Force Base. As a smaller community, Livingston must be aggressive in competing for its share of new investment in this regional economy. While the City is enjoying recent commercial and housing growth, and attractive commercial and industrial properties are available, the City Manager will need to lead efforts in attracting and assisting new investors.

Utility Improvements - The City has been working with State officials to make improvements and achieve increased capacity at the City's domestic and industrial waste treatment facilities. These improvements are essential to the City's growth as well as current services. The City Manager will coordinate implementation measures.

Downtown Revitalization - The City is working cooperatively with downtown merchants and property owners in a downtown revitalization effort. Coupled with this, the City recently saved from demolition an old downtown theater with significant historical meaning to the community, and is collaborating with an active group of volunteers on the theater's eventual renovation. The City Manager will lead and coordinate related activities.

Financial Management - The City currently operates with a significant General Fund reserve. However, the City Manager will need to provide on-going attention to budget analysis, revenue enhancements and operational efficiencies to maintain a positive financial picture for the organization.

Council/Staff Relations - The City Manager will need to develop and maintain a strong, collaborative and responsive relationship with the City Council.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced local government manager with a background in finance, community and economic development, human resources, redevelopment, and labor relations. This strong leader will be an enthusiastic, results-oriented professional experienced in working effectively with a broad range of people and cultures.

Specific qualifications are as follows:

Experience and Education

Local governmental executive level experience as a city manager or top-line assistant, with broad experience in all aspects of municipal management, and a general city management career focus. California experience is preferred, but not required.

A Bachelor's degree in public or business administration or related field is expected; a Master's degree is desirable.

Leadership and Management Style

- An open communicator who will establish a sound working relationship with the City Council, City staff and community.
- An effective, service oriented manager who respects employees, holds the organization accountable, leads necessary staff development and cultivates high morale.
- Someone who will develop a strong personal identity with the Livingston community, its diverse citizenry and unique characteristics.

Competencies and Personal Characteristics

- able to work effectively with, and be visible to, all elements of a diverse community with a broad range of personalities and cultures
- integrity, a strong sense of ethics and the courage of his/her convictions
- responsive to the community, City Council and employees
- will maintain and enhance the City's fiscal health; manage City resources wisely
- treats all members of the public in a fair and impartial manner
- a people person; accessible and approachable
- strong oral and written communication skills
- can serve impressively as City spokesperson when necessary
- intelligent, innovative and confident; has fun
- a facilitator of consensus and collaboration
- calm under pressure; thick skinned; and possesses a good sense of humor
- politically aware and sensitive, yet apolitical

For more information about the City visit its website at www.livingstonca.org.

COMPENSATION AND BENEFITS

The salary for the City Manager is open and negotiable with the City Council and will be based on the qualifications of the successful candidate. The City offers an attractive benefit package, certain elements of which are negotiable, that includes:

PERS Retirement - Employees participate in the Public Employees Retirement System (PERS) 2% @ 55 plan; the City pays the employee's 7% contribution.

Medical, Dental and Vision Insurance - Available.

Holidays - The City observes 13 days annually.

Vacation Leave - Standard schedule includes 10 days annually during first 2 service years, with increases thereafter to a maximum of 15 days per year.

Sick Leave - 12 days annually.

Administrative Leave - Standard schedule provides 12 days per year.

Life Insurance - City paid \$100,000 term life plan.

Long Term Disability Insurance - City pays premium.

Deferred Compensation (457 k) - City contribution negotiable.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for the position, please submit a resume with current salary and three work-related references directly to:



A DIVISION OF



Kris Kristensen
SHANNON EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
916 / 263-1401
Fax: 916 / 561-7205
Email: resumes@cps.ca.gov
Web site: www.cps.ca.gov/shannon

The final filing date for this position is Friday, October 18, 2002.

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with most relevant qualifications will be given preliminary interviews by the consultants by late October. Candidates appearing best suited for the City of Livingston will be reported to the City Council. The Council is expected to select 6-8 candidates to participate in an interview in Livingston in mid November. An offer of appointment is anticipated in December 2002 following a final interview, as well as full reference and background checks.